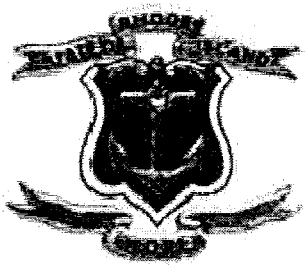

Solicitation Information
July 25, 2013
Solicitation

RFP # 7484373
TITLE: Architectural & Engineering (A&E) Services for Harrington Hall Renovations, Pastore Campus, 30 Howard Avenue, Cranston, Rhode Island

Submission Deadline: Monday August 19, 2013 @ 11:30 am (Eastern Time)

PRE- BID CONFERENCE* & WALKTHROUGH: Yes MANDATORY: Yes
Date & Time: Thursday August 1, 2013 at 9:30 am (Eastern Time)
Location: Harrington Hall
Pastore Campus
30 Howard Avenue
Cranston, RI

*Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the **mandatory pre-bid conference**. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation

Questions concerning this solicitation may also be e-mailed, in Word Format, to the Division of Purchases at questions@purchasing.ri.gov no later than **August 6, 2013 at 4:00 pm (Eastern Time)**. Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information addenda.

SURETY REQUIRED: No
BOND REQUIRED: No

Thomas Bovis
Interdepartmental Project Manager

NOTE TO VENDORS:

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached shall be deemed to be non-responsive.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS

1.1) INTRODUCTION

a) The Rhode Island department of Administration, Division of Purchases, on behalf of the Department of Administration, Division of Capital Projects and Property, hereby solicits proposals from qualified respondents to provide architectural, engineering services for the renovation of the historic Harrington Hall located at 30 Howard Avenue, Cranston, RI, at the Pastore Campus. This solicitation and any subsequent contract award shall be by the Division of Purchases' Procurement regulations and General Conditions of Purchase (available at www.purchasing.ri.gov).

b) This is a Request for Proposal (RFP), not an Invitation for Bids. Responses shall be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases, other than to name those Respondents who have submitted proposals.

c) Respondents to this solicitation are hereby advised that the respondent selected for award of a contract pursuant to this solicitation, and its affiliated or subsidiary companies (whether partially or wholly owned), shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation. In addition, any sub-consultants or subcontractors engaged by the respondent selected for award of a contract who performs any services arising from this solicitation shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation

1.2) NOTIFICATIONS TO RESPONDENTS:

a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete and accurate submission as described herein shall result in rejection of the proposal.

b) In order to submit a proposal, Respondents must register with the Division of Purchases. For information of registering, please see the Division of Purchases' website at www.purchasing.ri.gov under the heading "Vendor Registration Information."

c) All proposals should include the Respondent's FEIN or Tax Identification number as evidenced by an IRS Form W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.

d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP shall be rejected as being non-responsive.

e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.

f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

g) All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.

h) Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The "official" time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, R.I..

i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder (s).

j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq*. The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or Charles.Newton@doa.ri.gov, Visit the website http://www.mbe.ri.gov/

l) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail rlambert@gw.doa.state.ri.us

m) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor's services are clearly stated in the Respondent's proposal.

n) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.

o) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Respondent, as necessary, to serve the best interests of the State.

1.3) ARCHITECTURAL / ENGINEERING SERVICES

a) Persons or firms practicing architectural and/or engineering services in the State of Rhode Island must be registered with the Rhode Island Division of Design Professionals and possess a current Certificate of Authorization in accordance with Rhode Island General Laws.

b) A copy of a current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform work on the project must be included behind the front page of each copy of the proposal.

c) The Division of Design Professionals can be contacted as follows:

Department of Business Regulation
Division of Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

d) Proposals that fail to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals shall be determined to be non-responsive to the solicitation.

SECTION 2 – SCOPE OF WORK

2.1) BACKGROUND

a) Harrington Hall was built in 1936 and is a 2 ½ story brick building with a front to back gable roof and 1 story wings (see attached photographs). It is listed in a 1989 publication by the Rhode Island Historical Preservation Commission titled: Rhode Island: State-owned Historic Properties. As a result, the building is to be considered an historic building. The building originally contained a multi-purpose auditorium/cafeteria. Per the aforementioned publication, the building "is approached by a broad flight of steps leading

to five symmetrically arranged round arched entrances framed by flat brick pilasters. The three entrances in the middle are ornamented with fanlights, and the pediment front gable contains a swag-decorated oculus. The building was named for Arthur Harrington, who served as superintendent of Howard for 17 years."

b) The State of Rhode Island is seeking a qualified architectural firm to provide design services for the renovation of the interior of the building including full architectural, mechanical, electrical, plumbing, HVAC, fire suppression and fire alarm, and interior design services including the development of full Construction Documents and Construction Administration Services. The exterior of the building is being renovated under a separate contract. However, correction of any waste water drainage/sewage back-up issues, as well as storm drainage issues impacting the building are included in the scope of this RFP and therefore site/civil engineering design services are also required. Additionally, ADA accessibility to the building is included within the scope of this RFP.

c) The lowest level of the building consists of a small assembly space, business offices and a break room. It is currently not occupied. The lower level area is approximately 4,200 square feet. The main level consists of a large open room used as a homeless shelter with many sleeping cots. This area is also approximately 4,200 square feet. On the main level there are two (2) rest rooms and one (1) shower room with three (3) shower stalls and one (1) toilet, and a slop sink. The original stage is used as a viewing platform and has various small storage rooms in the back of the stage. A third level consists of balcony seating. A small fourth level has a former projection room. The third and fourth levels have been locked to prevent public access.

d) Exterior items being addressed separately and not included in this contract are as follows:

i. The main floor windows have been removed and replaced.
ii. The building is slated for envelope repair which is to address the roof, remaining windows in the building, and repointing of brick walls. The current schedule calls for this work to be completed by December 31, 2013.
iii. The immediate area around the building is prone to flooding. Site drainage as it relates to existing parking areas is to be addressed as part of an upcoming parking lot improvement initiative at the Pastore Center.

e) Issues:

i. The wastewater or sanitary drainage for the building has backed up on numerous occasions over the course of a year. This resulted in overflowing toilets on those occasions. This may be due in part to the parking lot drainage, roof drainage and building wastewater entering what is believed to be a combined storm and sanitary sewer line. This back-up situation needs to be corrected. **The Respondent is to provide an analysis including sewer line condition and capacity, design recommendations and design drawings to correct this condition as part of the scope of this RFP.**

ii. The termination of all roof drain pipes need to be investigated. It appears that most of the rain leaders have the rain water flowing onto the surface of the ground. Rain water from the roof drain pipes needs to be accommodated in an appropriate manner to prevent flooding and potential seepage into the lower level of the building.

iii. Grading between the front entrance ramp and the building needs to be investigated regarding the grading pitching toward the building and potential water seepage into the building.

iv. The new arch top windows on the main level have an awning type segment on the lower portion of the window. This only opens a very small amount which is inadequate for providing fresh air circulation and cross ventilation in the large open space. The Respondent is to investigate retrofitting the awning portion of the windows with new hardware from the window manufacturer to allow the windows to open a good deal wider.

v. The building has mechanical equipment for central air conditioning located behind the building. It is reported that the equipment on one side is for the first floor and the equipment on the other side is for the second floor. We have been informed that the condensers need to be replaced. This needs to be confirmed. Extensive exposed ductwork is visible in the main second floor space. The Respondent is to inspect and evaluate the existing AC system and provide design services to make it operable.

f) Due to the Historic nature of the building and the sensitive nature of the work, it is important that the successful bidder have experience in restoration and rehabilitation of older buildings and with the Secretary of the Interior's Standards for Rehabilitation of Historic Places. The successful bidder is expected to demonstrate experience and qualifications with renovation of historic buildings, particularly interior restoration work. The owner reserves the right and sole discretion to determine equivalent or prior experience and the right to reject any or all bids which fail to demonstrate equivalent prior experience. The owner may contact project references, and reserves the right to reject bids based on poor performance with similar projects.

g) Existing Fire Alarm and Fire Suppression: The fire alarm system for this building consists of a municipally connected fire alarm system (local energy) master box #9925 connected to the Cranston Fire Department. The fire alarm system is believed to be code compliant with recent upgrade for extended coverage below the viewing platform. The fire alarm provides supervision for the automatic sprinkler system that is installed throughout the facility. The lower level has sprinkler coverage below the ceiling and limited coverage above the suspended ceiling. There are illuminated exit signs, emergency lighting as well as portable fire extinguishers in the building. The architect and their consultant are to verify the existing fire alarm and fire suppression systems and its suitability and code compliance for the intended uses. Note that a new kitchen area is proposed for the lower level with cooking equipment which is anticipated to require a new hood and duct system with proper ventilation and a specialized new fire suppression system.

h) An Existing Conditions Survey and Report evaluating the entire interior of the building, structure, and all systems are to be done by the architect as part of the design services. This is to be part of a Building Study Report. Also to be included in the report is an analysis and recommendation for the sewage back-up condition identified above under **Issues.** This work is to be included in the Respondent's fee proposal.

i) A hazardous materials survey, testing, report and plan should be conducted by a hazardous materials consultant. The architect is to supply and coordinate these services. The hazardous materials consultant should be a sub-consultant to the architect. This work is to be included in the Respondent's fee proposal.

j) The building is to be occupied during construction and continue to be used as a homeless shelter. Architect and Engineer are required to work with House of Hope and owner to phase the project so that the end-user can occupy the space during construction. The architect is to include provisions in their construction documents to safeguard occupancy in the building during construction.

k) Security during and after construction should be phased by Respondent.

2.2) BUILDING STUDY REPORT:

a.) A Building Study Report shall be provided by the Respondent as part of the required design services. At the beginning of the project, the Respondent is to assess the condition of the interior of the building and the sanitary sewer line related to the building and present their findings in an Existing Conditions section of the Building Study Report. Measured drawings of floor plans on CAD shall be provided by the architect for the building. In addition to the physical structure, the Existing Conditions section of the Report shall include an assessment of the mechanicals, electrical, plumbing, HVAC and fire protection. The Building Study Report shall include a code review of the building including egress and handicap accessibility including both existing layout/use and proposed layout/use. The Report is to include recommendations for improvements to remedy any deficiencies identified in the Report. A preliminary schematic layout of each floor including furniture is to be provided in the Report including bed counts. A preliminary report shall be presented by the architect for review by RIDOA Capital Projects and the Rhode Island Historical Preservation & Heritage Commission (RIHPHC). The Report is to include an itemized cost estimate for the proposed improvements. The Respondent is to provide ten (10) hard copies and five (5) electronic copies (CDs) of the preliminary report. Similarly, ten (10) hard copies and five (5) CDs shall be provided by the Respondent of the final report.

b.) A potential list of repairs and proposed improvements are listed below under Section 2.3 Overview of Proposed Improvements. This is provided as a preliminary basis of work, however, the Respondent may determine that additional repairs and or work are necessary and these items should also be identified in the Report. Costs for the proposed

improvements are to be provided by the consultant. The Report is to include a code review. Services shall include a hazardous materials survey, testing, report, and plan conducted by a hazardous materials consultant. The architect is to supply and coordinate these services. The hazardous materials consultant should be a sub-consultant to the architect. The hazardous materials survey should be included in the Existing Conditions portion of the report. Other items to be included in the report are an evaluation of the fire protection system including sprinklers, smoke detectors, evaluation of water service, and other related fire protection items.

c.) Upon acceptance of the report and related cost estimate, the awarded Respondent is to work with the RIDOA Division of Capital projects and Property Management and RIHPHC to prepare a list of agreed upon improvements with associated costs. The consultant will advise and help prioritize proposals for interior and sewer line work. Using their expertise, the awarded Respondent should suggest alternate work and lifecycle options. The Respondent will proceed with schematic design for those improvements approved by the State consistent with the owner's budget.

2.3) OVERVIEW OF PROPOSED IMPROVEMENTS:

A. Lower Level:

a.) The lower level area is to be used for related business services, kitchen/cooking, dining, bathroom and shower facilities. It is currently unoccupied office space.

b.) The existing toilet rooms are to be evaluated for required fixture count and accessibility. If additional fixtures are required, additional toilet rooms shall be provided to meet code.

c.) Two (2) new shower areas with changing areas are to be provided, one male and one female. Each of the new shower rooms are to include as a minimum three (3) individual shower stalls. One of the shower stalls in each shower room is to be fully handicapped accessible. The final number of shower stalls is to be determined by the code review.

d.) New janitor's closet with slop sink.

e.) A totally new kitchen area is to be provided. The location under consideration is at the far west end of the building. The kitchen is to be laid out by a professional commercial kitchen consultant provided by the Respondent and included in the Respondent's proposal. Equipment is to include one (1) gas fired six (6) burner stove with oven; one gas fired (1) fryolator; and one (1) gas fired single grill. All cooking equipment shall be fitted out under a hood and duct system that has appropriate ventilation/exhaust and fire suppression. Other equipment such as microwave oven(s), toaster, coffee machines, sinks, dishwashing, food tray washing, garbage disposal, etc. are to be recommended by the kitchen consultant.

f.) A storage area adjacent to the kitchen shall include a new commercial refrigerator, a commercial freezer, and storage racks (at least three (3) four tier storage racks eight feet long).

g.) A garbage and refuse area for interim trash storage shall be provided. This is for short term use only until the refuse can be taken outside to a dumpster. Also, the Respondent is to provide a location and a design for lockable screening/fencing for an exterior dumpster.

h.) It is desired that the existing wall configurations and finishes on this level remain to the extent practicable. The Respondent is to provide a floor plan for the intended uses, a professional kitchen layout, and a furniture layout showing all furniture including reuse of existing dining tables and chairs, etc. (An Alternate for new tables and chairs on this level and mattresses for the floor above shall be provided.) The Respondent is to analyze as part of the code review whether or not the existing bars on windows on this level are an issue. Specifications for electrical, data, and telephones for this area are to be provided.

i.) There shall be staff rest rooms with separate rest rooms for male and female staff. The Respondent is to evaluate the two (2) existing toilet rooms on the west end of the building which are adjacent to the location under consideration for the proposed new kitchen area.

j.) The existing air conditioning system is to be repaired/replaced as needed and made functional.

k.) The Respondent is to provide a program for the intended uses in consultation with RIDOA Division of Capital Projects.

l.) Existing handicap access from outside the building to this floor is to be evaluated and any necessary improvements to existing ramps such as handrails are to be provided.

m.) Interior handicap access from the lower level to the main level shall be provided.

n.) Evaluate need for dehumidification and provide if needed.

o.) Provide window shades for windows.

B. Main Level:

a.) The use of the main level with an existing large open interior space with very high ceilings and round top windows will continue to be used as the homeless shelter sleeping area.

c.) The consultant is to develop a program and furniture layout for the use of the space in consultation with RIDOA Division of Capital Projects.

d.) Existing wood floors in the main space are to be refinished.

f.) Existing plywood floors in the main space adjacent to the main entrance vestibule doors are to be covered with carpeting.

g.) The two (2) existing bathrooms near the main entrance are to be renovated and include new plumbing fixtures, partitions, lighting fixtures, mirrors, floor drain covers if needed, and new wall, ceiling, and floor finishes. A urinal is to be provided in the Men's Room. Bathrooms are to be handicapped accessible. The number of required plumbing fixtures is to be determined in the required code analysis.

h.) The existing showers located near the stage area are to be replaced with new durable showers. If additional toilet fixtures are required by code, then this area shall be considered for use as an additional toilet room. The existing toilet in that area shall be replaced with a new fixture. A hand sink shall be added. There is currently an existing slop sink in that space which shall be replaced with a new slop sink. A closet shall be provided either for the slop sink and janitor supplies or only janitor supplies depending on space limitations.

j.) Existing painted walls throughout this level are to receive new paint.

k.) The existing air conditioning system for this level is to be repaired/replaced as needed and made functional.

l.) Installation of ceiling fans to circulate heated air in the winter is to be evaluated.

m.) Handicap access to this floor shall be provided. The existing outside handicap ramp shall be evaluated as well as access over the threshold step at the main entrance for ADA compliance. In addition, the existing grading of the ramp and its slope toward the building and impact on water potentially entering the building shall be evaluated. A new handicap ramp or other means of handicap access, (i.e. a handicap lift), shall be provided if needed. Existing door hardware at this location and on the interior of the main vestibule shall also be evaluated for compliance with ADA.

n.) Provide window shades for all windows.

o.) The existing new arched windows in the main space are to be evaluated for retrofitting to improve air circulation. Currently the awning component of the window has limited opening capability. Also see 2.1, e, iv.

p.) The existing stage area and related stairs are to receive a code compliant railing.

q.) Existing wall surfaces not to be painted shall be cleaned. Other surfaces shall be cleaned as appropriate.

2.4) REQUIRED DESIGN SERVICES:

a. Site Civil Engineering including: correction of any waste water drainage/sewage back-up issues, as well as storm drainage/site drainage issues impacting the building and roof drainage discharge. Additionally, ADA accessibility to the building and handicap parking are included within the scope of this RFP.

b) Architectural design services with design submissions for the Building Study Report, Schematic Design Phase, Design Development Phase, and 90% Construction Document Phase. The awarded respondent must address comments from the owner on the submissions and make revisions as applicable at no additional cost to the owner. The design submissions shall include all design disciplines, i.e. mechanical, electrical, etc. The awarded respondent must provide full Architectural and Engineering design services for construction documents and related bidding and construction administration services.

c) Mechanical, Electrical, and Plumbing (MEP), engineering design services.

d) HVAC design. The building is to be fully air conditioned.

e) Fire Suppression and Fire Alarm Design. The fire protection system is to be designed by a qualified fire protection professional.

f) Code Analysis:
   i. Conduct a full building code analysis for the intended uses.

   ii. Conduct a full fire code analysis for the intended uses.

   iii. Universal access design in consultation with the Governor's Commission on Disabilities.

g) Security Design. Positive security control such as through card access, cameras, key pad, motion detectors, etc.

h) Telecommunications and IT cabling layouts and specifications.

i) FF&E layout and specifications. The successful Respondent will provide specialty interior design services as required for coordination of existing Furniture, Fixtures and Equipment (FF&E) to be incorporated into the facility, assistance with purchasing new furnishings, and services for the design, specification and coordination of finishes. The respondent will also provide services to produce all required life safety signage including but not limited to evacuation signs, interior identification and directional signage and site signage.

j) Testing

k) Special Inspection Program

l) Construction Testing/Inspections

m) Commissioning

n) LEED Design Services. The building renovation project (if applicable) will be designed to meet a minimum of LEED (Leadership in Energy and Environmental Design) Silver Level certification as governed by the US Green Building Council or a similar equivalent standard. All references to LEED certification in this document shall be interpreted to mean LEED Silver or an equivalent standard as approved by the State. In addition, as part of this contract, the architect is to provide all administrative services, prepare any required applications, provide required documentation, etc., as may be required in the LEED Silver Level certification process. The Architect will be responsible for all aspects of this endeavor.

o) Coordination of the State's 1% Art requirement.

p) Professional cost estimates are to be provided at the Building Study Report Phase, Design Development Phase and the 90% Construction Document Phase. The cost estimates will be carried forward to the projected bid date. This is to include FF&E. After review of the cost estimates, if the cost estimate(s) are over the construction budget, the owner shall reserve the right to initiate value engineering and redesign services at no additional cost to the owner, terminate the contract or continue with services. Any and all cancellation shall be considered as "cancellation for convenience". The respondent shall at that juncture have no basis of claim for any damages or for lost profits for work not performed.

q) The Respondent will provide a detailed/list of improvements for the renovation work with associated costs. The successful Respondent will be required to obtain sign off on the list of improvements from RIDOA Capital Projects and RIHPHC and make changes as needed based on feedback from these organizations. A preliminary list of improvements should include but not be limited to items identified above.

r) Provide for preparation of any environmental permitting applications that may be required along with any additional related studies or support documentation that may be required.

s) The successful Respondent will prepare documentation and hold primary meetings with all authorities having jurisdiction including but not limited to the Rhode Island Building Code Commission, The Rhode Island State Fire Marshal's Office, Cranston Fire Department, RIHPHC, and the Governor's Commission on Disabilities.

t) The awarded respondent must meet and work with the RIDOA Division of Capital Projects, and RIHPHC and other entities to obtain owner approval for the project.

u) The Respondent will hire a qualified respondent to determine the extent and nature of all hazardous building and environmental materials and, in coordination with that vendor, provide a plan to the authorities having jurisdiction for the removal of any and all hazardous materials found prior to construction. The vendor's specialty subcontractor will also be responsible for monitoring the contractor's removal of hazardous materials during the demolition portion of the work.

v) The successful Respondent will maintain a project budget with all hard and soft project costs including construction costs, professional fees, review fees, permits, FF&E, telecommunications, 1% Art, contingencies, etc.

w) Respondent shall be responsible to log and maintain all information related to the Construction Closeout Procedures Document from the start of construction until final issuance of Final payment to the Contractor. It will be the responsibility of the architect to make sure that three sets get submitted by the Contractor after approval of all closeout documents.

2.5) DELIVERABLES:

a) Preliminary Building Study Report with cost estimate:
Provide ten (10) hard copies plus 1 original suitable for printing, and 5 CDs in pdf.

b) Final Building Study Report with cost estimate:
Provide ten (10) hard copies plus1 original suitable for printing, and 5 CDs in pdf.

c) Schematic Design submission

d) Design Development Submission with cost estimate.

e) 90% Construction Documents Submission with cost estimate.

f) 100% Construction Documents

2.6) COST ESTIMATES:

A minimum of four (4) professional independent cost estimates produced by a professional cost estimator are required. These are required at the Building Study Report Phase (2); Design Development Phase (1); and 90% Construction Documents (1). The cost estimates shall be carried forward to the projected bid date. (The 2 cost estimates associated with the Preliminary Building Study Report and the Final Building Study Report are basically an initial estimate for the preliminary study and an update for the final study.)

SECTION 3 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

3.1) RESPONSES:

a) Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (70 points max) and Part Two is a Professional Fee proposal (30 points max). Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in **separate sealed envelopes.**

Part One – Technical Proposal

The Technical Proposal will be evaluated on the following criteria (All Respondents must receive a minimum score of 55 points on the Technical proposal. Respondents not scoring at least 55 points will not be considered for fee proposal evaluation).

A. Experience of the Respondent and Project Principals (0-25 points):

Describe the respondent's and the respondent's consultants general experience as well as its specific experience and qualifications for projects of this size, scope and use. List the percentage of work to be completed by the respondent and the percentage to be completed by outside consultants. Include Standard Form 330 (for prime contractor and all sub-contractors) in this section. Indicate the plan for compliance with the State's MBE requirements.

Proposals must provide answers to the following questions:

i. What experience does the Respondent have with projects of a similar size, scope and use- has a list of at least three projects completed in the last five (5) years been provided?
ii. Does the Proposal illustrate that the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful renovation project. Are specific project examples included? Is the background provided for at least five years with three or more projects?
iii. Are staff and consultants assigned to this project experienced with projects of similar size, scope and use - have they provided a list of three projects completed in the last five (5) years?
iv. Has an organization chart of the respondent and any sub-consultants been provided for the project, indicating also MBE status for any respondent?
v. Is the cost estimator familiar with projects made up of the use groups defined as to be part of the program?
vi. Does the architectural team appear able to incorporate program goals and criteria into their design work?
vii. Does the Respondent have LEED Accredited Professionals on Staff?

B. Project Plan (0-35 points):

This section shall describe the respondent's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. It **must** include a project schedule with personnel assigned to project tasks.

Proposals must provide answers to the following questions:

i. Does the plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this project?
ii. Does the plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?
iii. Does the proposed plan appear sensitive to budget and time constraints?
iv. Does the plan address relevant design and program issues, by providing possible solutions?
v. Does the plan include a discussion of value engineering and LEED standards?
vi. Does the Respondent identify both constraints and opportunities posed by this project?
vii. Is there a project schedule provided by the Respondent and is that schedule achievable (not overly optimistic or needlessly long)?
viii. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
ix. Does the level of effort for each appear adequate?
x. Does the Respondent describe their current workload and the availability of their personnel to perform the project? Is it feasible?

C. References (0-10 Points):

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar size and scope and use to the proposed project. These individuals may be contacted by members of the selection committee for further information.

Proposals must provide answers to the following questions:

i. Were the references provided related to projects of a similar size, scope and use to the proposed project?
ii. Did the Respondent's final project provide a good design and program fit?
iii. Did the Respondent identify problems and issues in a timely and complete manner?
iv. Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?
v. Did the projects come in on time and in budget? If yes, what was the budget and what were the number of change orders on the project?
vi. Did the Respondent adequately research relevant design and program issues?

vii. Was the Respondent's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?

Part Two – Professional Fee Proposal

a) Professional Fee proposal will be evaluated (respondents that met minimum of 55 points in Part One) on the following criteria (will represent 30 points max):

i. The Professional Fee proposal shall be submitted in a **separate, sealed envelope.**
ii. The Professional Fee proposal shall be submitted as a Lump Sum price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables of $10,000.00 (*See* Section 3.6.g for what expenses will be considered reimbursables).
iii. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for all phases of the project including but not limited to schematic design, design development, contract documents, specifications and bidding phase, bidding for Furniture/Fixtures and Equipment, LEED® application (if applicable) and verification services, application to utility company for any rebates available, construction administration and commissioning, and close-out phases of work.
iv. The Professional Fee proposal shall include continued probable cost estimates and value engineering and redesign services (including re-submittal of documents) at no additional cost. All fees associated with USGBC should be included as part of the lump sum price.
v. The proposal with the lowest opened Professional Fee proposal shall receive the full **30 points**. The other opened Professional Fee proposals shall be allocated points prorated in correlation to the lowest Professional Fee proposal (e.g. a bid of twice the amount of the low bid will receive 15 points). Professional Fee proposal points are determined by the following formula*:* ***x/n (y)* = points awarded**; whereas "*x*" = lowest opened bid, "*n*"= any bid under consideration and "*y*"= 30 points.

b) All services described in this RFP must be included in the proposal, with **no exclusions** and a lump sum fixed fee (dollar amount) must be provided, or the proposal shall be rejected as being non-responsive.

c) The State reserves the right to award based upon the most favorable cost proposal.

d) Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

3.2) TENTATIVE SCHEDULE & DELIVERABLES DATES:

RFP Announcement	July 25, 2013
Pre-Bid Conference	August 1, 2013
RFP Question Due to Purchasing	August 6, 2013
RFP Submission Due to Purchasing (11:30am)	August 19, 2013
Project Starts	September 21, 2013
Project Design Completion	April 2014
Construction Advertise	April 2014
Construction Award	June 2014
Construction Completion	November 2014
Closeout/Move-in	November 2014

3.3) PRE-SUBMISSION QUESTIONS, PRE-SUBMISSION MEETING

a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP # (found on page 1 of this solicitation) on all correspondence. Answers to questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.

3.4) PROPOSAL SUBMISSION

a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and "Architectural, Engineering Services: Harrington Hall Renovations, Pastore Campus".

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

b) Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The "official" time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.

3.5) ADDITIONAL PROPOSAL CONTENTS

a) In addition to the contents described in Section 3.1 proposals must include the following:

i. A completed and signed four-page RIVIP generated Respondent certification cover sheet (downloaded from the Division of Purchases' website http://www.purchasing.state.ri.us)

ii. A completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, should only be included in the "Original Proposal" only.

iii. In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CD-Rom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked "Original".

3.6) ADDITIONAL TERMS AND CONDITIONS

a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor's submission.

b) The successful offeror shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Division of Purchases reserves the right to clarify the terms and conditions of any proposal submitted. The Respondent recommended for contract award will be notified by the Division of Purchases. A contract, based on standard A.I.A. forms will be developed by the Division of Purchases and Division of Capital Projects which incorporate a final work plan and schedule. The selected Respondent must agree to provide all deliverables by the dates established in the final work plan and schedule.

c) The selected Respondent must complete the scope of services in this RFP within the time frame specified in the final work plan and schedule and shall be required to appoint a representative from their respondent who will act at their project manager and who will be responsible for seeing that all services are performed with the final work plan and schedule. The selected Respondent shall not change its designated representative during the project without prior written consent from the Division of Capital Projects and Property Management.

d) The selected Respondent must comply with all State and Federal statutory, regulatory and ANSI standards. The selected Respondent must cooperate and coordinate with other State agencies, contractors, or entities, as necessary, to successfully complete the project.

Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.

e) Payment Schedule: Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work:
   1. Programming & Schematic Design = 15%,
   2. Design Development = 20%
   3. Construction Documents = 35%;
   4. Bidding Phase = 5%,
   5. Construction Administration = 20%
   6. Close Out = 5%.

f) All drawings shall be submitted in hard copy as well as CAD (compatible with AutoCAD lite, current edition) and PDF formats.

g) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division of Capital Projects and Property Management, reimbursable expenses shall be paid based on approved costs and shall generally be limited to document reproductions, postage and handling requested by the Owner beyond the number of reproductions outlined in *Section 2.5 DELIVERABLES.* Reproductions for office use by the selected Respondent and its' consultants shall not be reimbursable. Transportation, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP.

h) Five percent (5%) retainage shall be held by the State until the satisfactory completion of the above referenced scope of work.

i) If additional subconsultants are required due to changes in scope or unforeseen conditions, when authorized in advance in writing by the Division of Capital Projects and Property Management expenses shall be paid based on approved costs plus a management fee not to exceed four percent (4%) of the subconsultants' proposal.

j) Conflicts of interest: The selected Respondent shall certify that neither the respondent, its employees, nor its consultants, have or enter into, any contract or business venture with any general contractor or trade sub-contractor who is selected to work on this project. This provision, shall not apply to sub-contractors hired to provide sub-contractor services during the investigation phase.

k) Cancellation for convenience: The State reserves the right to cancel, for its convenience, any and all contracts that are entered into as the result of this award and the selected Respondent shall have no claim to any reimbursement for lost work or profits and shall have only a claim for work done until the date of cancellation for convenience. The State shall provide seven (7) days notice of any cancellation.

l) Alterations to AIA forms-front end documents: The Division of Capital Projects and Property Management shall make available to the selected Respondent modified AIA bidding front end and general conditions documents that will require editing by the selected Respondent to make the documents project specific. The editing is to be completed by the Respondent at no additional cost to the State.

m)Bid review and contractor de-scoping: The selected Respondent shall make the project principals and all key engineering staff and/or consultant(s) available for the de-scoping of up to three potential project contractors. The results of all contractor de-scoping shall be provided in writing to the Division of Capital Projects and Property Management.

n) Value engineering: the selected Respondent shall perform, at no additional cost, any and all value engineering necessary to bring the project into budget after the receipt of the professional, independent cost estimates. The selected Respondent shall also keep an informal statement of probable costs and provide value engineering corrections on an ongoing basis paralleling project programming and project design work.

o) The professional cost estimator required for construction cost estimates shall NOT be an employee of the selected Respondent and shall NOT be a regular employee of a construction respondent.

END

PROFESSIONAL SERVICES FOR ARCHITECTURAL AND ENGINEERING
FEE PROPOSAL FORM - RFP# 7484373

Date: July 25, 2013

To: The Department of Administration,
Division of Purchases, 2nd floor
One Capitol Hill, Providence, RI 02908-5855

Project: A&E Services for Harrington Hall Renovations, Pastore Campus

Submitted by: Firm Name and Address

_____

_____

_____

_____

_____

(Please include in the firm's legal name, contact name, address, telephone, fax number, contact email address, and license number if applicable)

1. Fee Proposal Base Price

The cost submitted here-in includes all work described in this Request for Proposal (RFP). Furthermore, the Base Bid includes all work delineated in the RFP and the addendums issued during the A&E services solicitation process.

$ _____

2. Allowances

a) Hazardous Materials

$ 10,000.00

3. Reimbursables

Printing postage and out of state travel not related to visits to project team members.

$ 10,000.00

4. Total Lump Sum Fee

Includes base price, allowances, and reimbursables

$ _____

5. Fee Proposal Form Signature(s)

_____ (Bidder's Name, Title)

_____ (Bidder's Signature and Company Seal)

THE RESPONDENT SHALL PROVIDE AN AFFIDAVIT THAT THE PERSON WHO HAS AFFIXED HIS OR HER SIGNATURE TO THIS BID FORM IS ACTIVELY AND LEGALLY AUTHORIZED TO BIND THE FIRM CONTRACTUALLY.

THIS FORM MUST BE SUBMITTED WITH AND AFFIXED TO THE FEE PROPOSAL FORM.